
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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**JOB VACANCY (Post Until Filled)**

POSITION: Registered Nurse

DEPARTMENT: Lac Vieux Desert Health Center

LOCATION: Watersmeet, MI

EMPLOYMENT: PRN (Part Time As Needed)

SALARY/PAY RATE: (dependent upon qualifications and experience)

DESCRIPTION:

The primary responsibility of this position is to assess and triage walk in patients and manage walk in scheduling, appointments, and flow of same day patients in an efficient and timely manner, while providing outstanding customer service and education to all customers. The RN will work in close collaboration with all providers and other interdisciplinary health professionals, including Pharmacy, Dental, and Optical departments. As a vital member of the team, the Registered Nurse is responsible for delivering quality nursing care to patients with a focus on triage, assessment, health education, disease prevention, as well as early identification and support for chronic health conditions. The RN works under the supervision/general direction of the Clinical Manager/Medical Director.

DUTIES AND RESPONSIBILITIES:

- Assesses “walk-in” patients and schedules appropriately
- Provide appropriate and accurate telephone triage advice and follow up
- Determines ongoing health care needs based on record review and helps establish needed appointments
- Conducts pre-visit planning by reviewing and updating patients records prior to appointments to determine needed services per practice protocol
- Greets patients and prepares them for provider exam. Screens for and documents appropriate information

- Instructs patients in collection of samples and tests
- Prepares equipment and aids provider during treatment, examination, and testing of patients as needed
- Provides general nursing care to patients in accordance with current nursing standards
- Notifies patients of diagnostic test results in a timely fashion, as instructed by primary care provider
- Provides education regarding procedures, medications, conditions and treatment to patient/family
- Maintains examination rooms for necessary supplies and materials.
- Ensures cleanliness of examination rooms according to OSHA standards
- Assists provider with medication orders/refills as directed
- Document all appropriate information in the HER
- Assists with nursing and clinical policy development and update
- Assists with referrals, prior authorizations, and coordination of patient services
- Other duties as assigned

QUALIFICATIONS:

- Current Registered Nurse license in the state of Michigan with no restrictions or violations
- Two or more years of experience in a hospital, skilled nursing, or ambulatory care setting within the last five years.
- Interest and desire to work with Native American Community
- Current BCLS certification
- Previous experience with Electronic Medical Record
- Excellent Customer service skills
- Demonstrates ability to work independently
- Demonstrates ability to work within teams and within a dynamic work environment

DESIRED QUALIFICATIONS:

- Experience in Emergency Room or Urgent Care Nursing
- ACLS/ PALS certified

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: April 20, 2017